

Sample Telecommute Notice

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I am Telecommuting Today

Please post this at your office/work station prior to your teleworking day.

Name	
Title	
Division/Department	

I can be reached at:

Telephone Number	Fax Number	E-mail

I report to:

Name	Telephone Number	E-mail

For assistance while I am teleworking, please contact:

Name	Telephone Number	E-mail

I will return to the office on:

Day	Date

This notice was posted on:

Day	Date

CR-010193 4/11

SPARE THE AIR
south carolina